

Accreditation Standards Guide

No Note	Standard	References	Criteria/Mandatory Documentation	Documentation Requirements
1T	Students can perform to the standard prescribed in the lessons.	TRADOC Regulations 350-6, Chapters 1,2,4,5 & App B & C 350-70, Chapters III-1 & VI-7 FM 25-100, Chapter 1	<p>Criteria:</p> <ul style="list-style-type: none"> = Students demonstrate that they can perform the objectives to prescribed standard. = <u>TD proponent only:</u> <ul style="list-style-type: none"> - Performance tests and practical exercises are included in or provided to support lessons. - Learning objectives match/support the tasks to be taught in the lesson. - Tests measure lesson objective performance. <p>Guidelines:</p> <ul style="list-style-type: none"> = Check instructor supervision of student performance during practical exercises, performance tests, and checks on learning. = Review student evaluation plans. = <u>TD proponent only:</u> <ul style="list-style-type: none"> - Compare lesson LOs to tasks to be taught by the lesson to determine if the specified lesson actually teaches task performance. - Compare tests to lesson LOs to determine if the specified test actually measures student performance of the established LOs to the prescribed standards. - Compare lesson LOs to the lesson materials to determine if the material teaches the LOs. <p>Mandatory Documentation:</p> <ul style="list-style-type: none"> = Document cases where organization uses tests that were not created by the TD proponent. = Document instances where appropriate feedback was not provided to students. = <u>TD proponent only:</u> Document all instances where the test taken by the students does not measure performance of the learning objective. 	<ul style="list-style-type: none"> = Student Evaluation Plans for courses in session. = Copies of selected lessons pertaining to the practical exercises and tests. = End-of-course critiques.

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2T	Instructors train students to the prescribed standards.	Army Regulation 351-1 (AR 351-1 will be superceded by AR 350-1) TRADOC Regulations 350-6, 350-70, Chapter VI-8, Appendix E 351-10, Chapter 2Course Management Plan (CMP) Program of Instruction (POI) Lesson Plan/TSP	Criteria: <ul style="list-style-type: none"> = Instructor verifies that students can perform the learning objectives (LOs) to prescribed standards by checking practical exercise and performance test results and observing student performance. = Instructor complies with techniques of delivery and methods of instruction prescribed in TSP/lesson Plan/lesson. = <u>TD proponent only:</u> <ul style="list-style-type: none"> - LOs reflect the performance required of the tasks being trained. - LOs identify standards that measures performance of the LO action statement. - The proponent provided a CMP to the using organization. Guidelines: <ul style="list-style-type: none"> = Observe, as a minimum, one ongoing lesson, to include a test or PE, for each course currently in session to ensure the organization is conforming to the instructional requirements. = Instructors may share operational assignment experience to facilitate learning, but must teach everything that is included in the approved lesson. = Ensure organization has a waiver from the proponent for changes to lesson plans. Mandatory Documentation: <ul style="list-style-type: none"> = Document all cases of failure of the instructors to teach what is required of the lesson plan. = If the lesson plan requires an exercise, e.g., FTX, STX, and the school does not conduct the exercise, mark as a NO GO. = Mark NO GO if the instructor does not require students to demonstrate that they can perform the LOs to the prescribed standards. 	<ul style="list-style-type: none"> = Selected lessons, Course Management Plan, for courses in session. = Access to end of course critiques as needed.

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3P	Instructors meet qualifications and have evidence of proponent technical certification requirements	TRADOC Regulations 350-6, Chapter 3-6/Appendix F 350-70, Chapter II-1 351-10, Chapter 2 350-18, Chapters 2, 3, and 4 Course qualification and certification requirements in appropriate CMP. Policy Letter, ATTG-CD, subject: Policy for Certifying Instructors, 20p Nov 95,	Criteria: <ul style="list-style-type: none"> = Instructors meet the common requirements for all instructors (e.g., graduate of Instructor Tng Crse). = Instructors meet the course qualification and certification requirements listed in the appropriate CMP, references, and proponent policy. = Instructors have documentation of technical certification where appropriate. Guidelines: <ul style="list-style-type: none"> = Evaluate the records of instructors for all classes in session. = Instructor "qualification" refers to requirements for instructors to teach a particular course. = Instructor "certification" refers to criteria specified by the proponent for instructors in that discipline. = Every record checked must have the appropriate documentation. = Review courses for previous 12 months to determine if SGL and instructor grade requirements are being followed per TRADOC Reg 351-10, para 2-14b. = Check for operator's permit, where applicable. Mandatory Documentation: <ul style="list-style-type: none"> = Document any and all deficiencies in this area. = Identify all issues that are the responsibility of higher headquarters or organizations outside of the institution's ability to control. These will be noted as Higher Headquarters Issues (HHI). 	<ul style="list-style-type: none"> = Instructor's proponent certification. = Documentation that instructors (to include contractor personnel) meet instructor certification requirements for the course being taught. = Instructor training certificate(s) (or DA Form(s) 1059) (e.g., ITC, SGI, IPC) as appropriate. = Copy of orders or request for orders assigning ASI 5K or SQI 8 or H, as appropriate. = Documentary evidence of meeting the same profile/MOS requirements as the students in the course, where applicable. = Copy of instructor evaluations from the previous 12 months.
4T	Conducts training in compliance with safety hazard and environmental Considerations identified in lesson plans as	Army Regulations: 5-355 Defense Traffic Management 200-1 Environmental Protection and Enhancement 200-2 Environmental	Criteria: <ul style="list-style-type: none"> = <u>TD Proponent only:</u> Safety hazards, and environmental considerations are addressed in the lesson material = Safety hazard and environmental considerations are complied with when conducting training = Safety and environmental deficiencies identified 	<ul style="list-style-type: none"> = Number of accidents that occurred during training execution involving students, instructors, training support personnel, equipment, and facilities. = Access to accident

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4T	(continued) well as installation training areas.	<p>Effects of Army Actions 200-3 Natural Resources - Land, Forest, and Wildlife Management 385-10 The Army Safety Program Field Manual 101-5-1, Operational Terms and Symbols TRADOC Regulations 385-2 TRADOC Safety Program 350-70 Chapters I-2 and VI-6 350-6, Chapter 3 350-10</p> <p>Applicable range control SOP Installation training area usage policy and procedures Lesson plan</p>	<p>during the current and previous training year have been adequately addressed. [Rationale: This is critical to ensure safety of personnel and equipment as well as compliance with laws and regulations.]</p> <p>Guidelines:</p> <ul style="list-style-type: none"> = Verify Instructor provides safety information (briefing) at the start of the lesson. = Check lesson plans for safety requirements and environment protection considerations. = Observe at least one lesson that includes a PE for each course = Check for safety and environmental protection considerations in all lessons observed. = Check training accident reports. = Talk to the education/training organization/ installation safety and environmental office, students, instructors, medical facility personnel, if required. <p>Mandatory Documentation:</p> <ul style="list-style-type: none"> = Document any and all deficiencies in this area. = Identify all issues that are the responsibility of higher headquarters or organization outside of the proponents ability to control. 	<p>investigation documentation</p> <ul style="list-style-type: none"> = Documentation verifying the accident was reported. = Documentation requesting assistance for safety/environmental protection issues that are beyond the capability of the organization to resolve.
5T	Institution conducts training which is effective and efficient	<p>TRADOC Regulation 350-70 TRADOC Pam, 350-70-2, Chapter 4</p>	<p>Criteria:</p> <ul style="list-style-type: none"> = Method of instruction selected is most effective way of presenting the material. = Technique of delivery selected is most effective way of presenting the material. = Course is structured based on learning hierarchy derived from tasks and supporting skills and knowledge. = Audio-visual materials and special effects contribute to learning. <p>Guidelines:</p> <ul style="list-style-type: none"> = Compare MOIs and techniques of delivery to guidance in appendix H, TRADOC Reg 350-70. 	<ul style="list-style-type: none"> = POI and lesson plans for courses in session.

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5T	(continued)		<p>= Verify that audio-visuals and special effects used in training comply with guidance provided in Chapter 4, TRADOC Pam 350-70-2</p> <p>Mandatory Documentation:</p> <p>= Document instances in which better use of MOI, technique of delivery, and/or audio-visuals would improve the presentation.</p>	
6T	Complies with established instructor-to-student ratios.	TRADOC Regulations 350-70, Chapter VI-8 351-10, Chapter 2 POI/lesson plans.	<p>Criteria:</p> <p>= Instructor-to-student ratio is prescribed in the lesson plans.</p> <p>= Lesson attendance does not exceed lesson/POI prescribed instructor-to-student or student-to-equipment ratios.</p> <p>= Education/training organization has a waiver from the proponent to use other than lesson/POI-prescribed instructor-to-student or student-to-equipment ratios.</p> <p>Guidelines:</p> <p>= Observe presentation of at least one lesson for each course in session to determine compliance with presentation ratios.</p> <p>= Check waiver as required.</p> <p>Mandatory Documentation:</p> <p>= Document repeated incidents of violating prescribed ratios and reasons.</p> <p>= Document HHIs.</p>	= Lesson plans/POIs for courses in session.
7T	Tasks are current and approved.	TRADOC Reg 350-70, Chapters VI-1 & VI-2	<p>Criteria:</p> <p>= TD Proponent only:</p> <ul style="list-style-type: none"> - Has current approved critical task list. - Has current approved critical task analysis data. - Courses are designed using the approved task data. - <u>ILE Only</u>: Course design provides for meeting competencies <p>Guidance:</p> <p>= Review task approval memo.</p> <p>= Compare tasks listed in POI to approved task list.</p> <p>Mandatory Documentation:</p> <p>= Courses not designed using current tasks.</p> <p>= Critical task list not approved by commandant.</p>	<p>= POI for selected courses.</p> <p>= Task approval memos.</p> <p>= Access to task data.</p>

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8T	Conduct training in accordance with the mandatory training sequence	TRADOC Regs 350-6, Chapters 2 & 3 350-70, Chapter VI-6 CMP Mandatory Training Sequence FM 25-101, Chapter 3	Criteria: = Training schedules reflect all required lessons, prescribed hours of instruction, and Mandatory Training Sequence, = Schedule includes sufficient set-up and tear-down time. = Schedule includes time for movement. Guidelines: = Check training schedule for each course in session. = Compare mandatory training sequence to training schedule to verify completeness and compliance. = Check to ensure classes are conducted IAW the training schedule. Mandatory Documentation: = Document instances found where school's training schedules do not reflect the Mandatory Training Sequence.	= A copy of the course map showing the mandatory training sequence for all courses in session. = Training schedule for all courses in session.
9T	Tests are valid and reliable	TRADOC Regulations 350-6, Chapter _____ 350-70, Chapter VI-7	Criteria: = <u>TD proponent only:</u> - Tests provided are valid. - Test analysis was conducted and validity and reliability results were/are being applied to the tests. Test items are derived from and measure learning objective performance <div style="text-align: right;">Guidelines:</div> = Review test/test item analysis data = Determine if the tests have been validated. = Determine if Test/test item analysis results are provided to the individuals responsible for constructing/revising the test(s). Mandatory Documentation: = Document any finding of using invalid tests. = Document every instance where a student was failed/dropped from education/training by using a test that was not validated or was known to be invalid.	= Test/test item analysis results for selected tests = Corrective actions taken

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10T	Organization follows test control procedures.	TRADOC Regulations 350-70, Chapter VI-7 351-10, Chapter 2 POI/CMP DSSC CMP, chapter 1 Testing Memorandum Training Institution SOP	Criteria: = All tests were administered IAW Regulatory requirements and proponent provided procedures. = <u>TD proponent only</u> : Test control procedures are included in the CMP, lesson plans, and/or with tests. Guidelines: = Check this item at education/training sites where tests are handled, stored, administered, or scored. Mandatory Documentation: = Evidence of failing to control test material when required will be cause for a NO GO. = Record all cases when tests are not controlled IAW regulatory requirements and course documentation.	= Copy of organization test control procedures.
11T	The institution requisitioned training resources equipment (TADSS), ammunition, pyrotechnics, training material, consumable supplies, and references) of the types and quantities to meet requirements	TRADOC Regulations 350-18, Chapter 3 350-70, Chapter VI-6 Program of Instruction(POI) /TSP/Lesson Plan	Criteria: = Required equipment listed in POI/TSP for courses in session was requested from appropriate agencies/headquarters IAW applicable local procedures. = Required ammunition/pyrotechnics listed in POI/TSP for classes in session were requested from appropriate agencies/headquarters IAW applicable local procedures. = The education/training organization has forecast and ordered all course-required training support materials and references for courses in session. = The education/training organization maintains an account with DA Administrative Publications System. Guidelines: = Review equipment/TADSS requisition documents = Interview staff and students. = The evaluator will detail the training impact of non-availability (to include dates, times, missing equipment, course, and class). = If the education/training organization followed all the correct procedures, and failure to obtain equipment rests with an agency not within the control of the education/training	= POI/TSP for courses in session. = Access to requisition documents. = Access to local SOP. = Access to prescribed procedures for identifying ammunition/pyrotechnic requirements.

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11T	(continued)		<p>organization commandant or education/training organization battalion commander, the evaluator will include an appropriate comment in the executive summary. Note as a Higher Headquarters Issue.</p> <ul style="list-style-type: none"> = Review ammunition/pyrotechnic requisition documents = If students cannot train or be tested to lesson conditions and standards because of lack of training support materials or references, evaluator will check for waivers. <p>Mandatory Documentation</p> <ul style="list-style-type: none"> = The evaluator will indicate what equipment/TADSS is missing/inoperable, in what course, class, classroom, and on what date. = The evaluator will attach a copy of the request/tasking and will reference the SOP/policy directive regulation which prescribes procedures for requesting the required equipment. = Make comment if education/training can not be conducted because of non-availability of consumable materials, e.g., spare parts for maintenance training. = If the education/training organization has followed prescribed procedures for identifying required amounts of ammunition/pyrotechnic, but is not receiving the amount required to implement the course, evaluator will write details of the training impact (to include dates, times, course, and class). Note as a Higher Headquarters Issue = If the education/training organization followed all the correct procedures, and failure to obtain course materials rests with an agency not within the control of the education/training organization commandant or education/training organization battalion commander, the evaluator will include an appropriate comment in the executive summary. Note as a Higher Headquarters Issue. 	

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12P	Staff and faculty training meets the needs of the institution.	TRADOC Regulations 350-6, Chapter 3-6/App F 350-70, Chapters II-1 & VI-4.	Criteria: <ul style="list-style-type: none"> = Institution provides training to its staff and faculty IAW references. = Institution provides training on the use of training/training development automated systems as required. = Certification program includes instruction on COE and OPFOR doctrine. = Required self-development training is available for improving staff and faculty skills and increasing faculty subject matter mastery. Guidelines: <ul style="list-style-type: none"> = Review training for following populations: <ul style="list-style-type: none"> a. Instructors/cadre b. Training Developers c. Evaluators d. Training Development Managers e. Training Managers f. Installation personnel, as required = Compare numbers trained annually against target populations to determine whether or not training keeps pace with projected turnover. Mandatory Documentation: <ul style="list-style-type: none"> = Document any and all deficiencies in this area. = Identify all issues that are the responsibility of higher headquarters or organizations outside of the institution's ability to control. 	<ul style="list-style-type: none"> = Size of population and numbers trained annually for following target populations: <ul style="list-style-type: none"> a. Instructors/cadre b. Training Developers c. Evaluators d. Training Development Managers e. Training Managers f. Installation personnel, as required
13T	Curriculum is COE compliant	FM 7-100 FM 7-100-2 FM 7-100-3 COE White Paper, May 2001	Criteria: <ul style="list-style-type: none"> = COE variables are integrated into training exercises and classroom work. = OPFOR used in all training scenarios and for other classroom work is compliant with order of battle and doctrine in reference FMs. 	POI and lesson plans for courses in session.

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13T	(continued)		<p>= COE variables; complex terrain, social and cultural factors, regional and international relationships, PVOs/NGOs, information, time and economics, are used to illustrate the complex battlefield. These variables are explained at the level appropriate for the training audience.</p> <p>Guidelines:</p> <p>= Review POI and lesson plans for inclusion of COE variables.</p> <p>Mandatory Comments:</p> <p>= Record instances in which COE variables are not integrated into training exercises or classroom work.</p>	
14T	Institution evaluates and tracks instructor/cadre performance.	TRADOC Regulations 350-6, Chapters 1 & 3 350-16, Chapter 3 350-70 Chapter II-1 and III-4 350-18, Chapter 2. 351-10, Chapter 2	<p>Criteria:</p> <p>= The organization has a viable instructor/cadre evaluation program in place that contributes to improving instructor performance</p> <p>= Instructor/cadre evaluations are on file and available to evaluators, instructors, and education/training organization management.</p> <p>Guidelines:</p> <p>= Evaluate instructor records from each type of course being evaluated (e.g., IET, Leader development).</p> <p>= Standards and requirements for instructor evaluation program will be IAW regulations and CMP.</p> <p>= Interview instructors/cadre and evaluators.</p> <p>Mandatory Documentation:</p> <p>= Identify substandard instructor/cadre performance that was not corrected.</p> <p>= Report when instructor/cadre performance is not evaluated/tracked.</p>	= Access to instructor/cadre files.
15T	Provides students the opportunity to demonstrate their leadership, skills,	AR 351-1 (AR 351-1 will be superceded by AR 350-1) TRADOC Regulations 350-6, Chapters 1 & 3	<p>Criteria:</p> <p>= Education/training organization places students in challenging, performance-oriented environment throughout the day as prescribed by the lesson material.</p>	= List of lessons with Pes/tests from the courses that are in session that provide for meeting this

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15T cont.	and knowledge in a performance-oriented environment.	351-10, Chapter 2 Course material, e.g., lesson plan, course management plan, student evaluation plan	Guidelines: = Review lesson materials and identify practical exercises and performance tests that provide for this opportunity. Mandatory Documentation: = Document instances where lesson plans do not match POI. = Document instances of noncompliance with the CMP. = Document instances where obsolete education/training materials are being used. = Note for training development proponent action if the lesson material does not provide for this opportunity.	standard. = Selected lesson plans from the provided list.
16T	Instructors have and use the required course documentation	AR 351-1 (AR 351-1 will be superceded by AR 350-1). TRADOC Regulations 350-6 350-10, Chapter 2 350-18, Chapter 4 350-70, Chapter VI-6	Criteria: = A current course POI is available and it matches the lessons. = Current proponent Course Management Plan (CMP) (exportable courses only) is available and is being followed for presenting the course. = Current, validated, proponent course lesson plans are available and are being used to teach the course. = Instructor has immediate access to a current copy of all written student materials for the lesson being taught. = Current class roster is available. = <u>TD proponent only</u> : Validated all education/training products IAW regulation. Guidelines: = Compare CMP, lesson plans, POI, tests, Student Evaluation Plan, and other course material for currency and alignment (do they match?). Mandatory Documentation: = Document instances where lesson plans do not match POI. = Document instances of noncompliance with the CMP. = Document instances where obsolete education/training materials are being used.	= Course documentation, to include lesson plans, POI, CMP, SEP, etc. for courses in session. = <u>TD proponent only</u> : Validation results

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17T	Uses training resources, to include ammunition, pyrotechnics, training equipment, TADSS (Training Aids, Devices, Simulations, and Simulators), training materials, consumables (e.g., spare parts, lubricants, student handouts), and references, as prescribed.	Course Documentation (e.g., TSP/Lesson Plan) Army Regulation 5-13 TRADOC Regulations: 350-6, Ch 3-12 350-8 350-18, Ch 2 & 3 350-70, Ch VI-6 ARPRINT Course Requirements STRAC tables TRADOC Memo (TADSS)	Criteria: <ul style="list-style-type: none"> = TD Proponent Only: POI/TSP/Lesson Plan specifies the training resources required to conduct training. = Equipment and TADSS are used in the quantities and types and quantities required by the lesson. = Required training support materials, consumable supplies, and references are distributed and used to conduct the training IAW course documentation. = The education/training organization has sufficient multi-media, word processing, and internet capabilities for student use. = The organization has a waiver from the proponent to use other than POI/TSP-prescribed ammunition, pyrotechnics, and equipment. = All equipment/TADSS listed in the POI are maintained in a serviceable (operable) condition IAW applicable technical manual and are available and serviceable when needed. = The organization maintains material (e.g., spare parts, lubricants, student handouts) inventories adequate to provide the required education/training when needed. = The organization has adequate equipment tasking and scheduling procedures to ensure equipment is on hand to support training. = The organization maintains accounts with a Region Visual Information/Training Support Center and the DA Administrative Publications System. Guidelines: <ul style="list-style-type: none"> = Observe at least one lesson for each course in session. = Check lesson plans for inclusion of instructor/student- to-equipment ratio. = Interview staff and students to identify training resource problems. = Check for waivers if students cannot train to lesson conditions and standards because of lack of training resources. 	<ul style="list-style-type: none"> = Current POI and lesson plans for each course in session that requires ammunition, pyrotechnics, and TADSS. = Listing of materials, consumables, and references required to present the classes in session. = Waiver to substitute ammunition/pyrotechnic requirement or to conduct training without specified resources. = List of instances of non-training or limited training Because of shortage or non-availability of ammunition or pyrotechnics. = Documents showing higher HQ policies or actions that impact on availability of ammunition or pyrotechnics. = Documentation of effort to resolve systemic supply problems.

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17T	(continued)		<ul style="list-style-type: none"> = Compare requirements to requisition submissions. = Determine if organization identified training resource shortfalls and took appropriate corrective action. = Repeated instances of course-required support materials not being available when required will constitute a NO-GO.- <p>Mandatory Documentation:</p> <ul style="list-style-type: none"> = Document what, when, and why training resources are not available for education/training as required. = Document all instances in which students cannot be trained to standards because of a lack of training resources. = If the organization followed all the correct procedures, and failure to obtain training resources rests with an agency not within the control of the organization, the evaluator will include an appropriate comment in the executive summary. Note as Higher Headquarters issue. 	
18T	Uses ranges and training areas as prescribed.	Program of Instruction (POI) / TSP/Lesson Plan. TRADOC Regulation 350-70, Chapter VI-6 and VI-8	<p>Criteria:</p> <ul style="list-style-type: none"> = TD Proponent only: POI/TSP/lesson plan specifies the required ranges and training areas . = Training areas and ranges required by the lesson are actually used as required. = Training areas and ranges required by the lesson meet the capability requirements. = Range and training areas were scheduled to ensure their availability when needed. = Access was provided to facilities required to implement the education/training when and for the period of time required to train to prescribed standard. = Education/training organization has a waiver to use other than POI/TSP-prescribed training area/range. 	<ul style="list-style-type: none"> = Copy of selected POI, TSP, or lesson plans that require the use of ranges or training areas. = List of occasions when specified ranges or training area was not available for use when needed. = Copy of waiver requests detailing impact on training.
			<p>Guidelines:</p> <ul style="list-style-type: none"> = Observe at least one lesson requiring use of a range for each course in session when applicable. 	

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18T	(continued)		<ul style="list-style-type: none"> = Mark this item as a NO GO if students cannot train to lesson/TSP conditions and standards because of lack of training areas/ranges. = Interview students concerning range/training area use. = Determine if education/training organization identified training areas/range shortfalls and took appropriate corrective action. <p>Mandatory Documentation:</p> <ul style="list-style-type: none"> = Document instances when and why sufficient training areas/ranges are not available to conduct the training. = Document any instances of the institution not having a waiver. 	
19T	Performs student academic counseling.	FM 22-100, App C TRADOC Regulations 350-6, Chapter 2 350-18, Chapter 4 350-10, Chapter 2 Army Counseling website	<p>Criteria:</p> <ul style="list-style-type: none"> = Academic counseling occurs per references. = Institution maintains student counseling records = Counseling records show all counseling sessions, are current, and complete <p>Guidelines:</p> <ul style="list-style-type: none"> = Check student records for minimum counseling requirements. = Review counseling forms for completeness. <p>Mandatory Documentation:</p> <ul style="list-style-type: none"> = Document if organization does not meet the requirements for academic counseling. 	= Access to student records.
20T	Instructors/cadre serve as mentors, counselors, and role models	Army Regulations 670-1, Chapter 1 351-1 (AR 351-1 will be superceded by AR 350-1) TRADOC Regulations 350-6, Chapter 2 351-10, Chapter 2 DSSC CMP, Chapters 1 and 5	<p>Criteria:</p> <ul style="list-style-type: none"> = Instructors/cadre serve as mentors, counselors, and role models. = Counseling forms are completed for all formal academic counseling sessions. <p>Guidelines:</p> <ul style="list-style-type: none"> = SGLs/instructors/cadre will be mentors, counselors, and role models during and after the normal academic day. = talk to instructors/cadre and students. = Spot check counseling records selected randomly from different instructors. <p>Mandatory Documentation:</p> <ul style="list-style-type: none"> = Document repeated instances of failure to record formal academic counseling. 	<ul style="list-style-type: none"> = Access to student counseling records. = Access to end of course critiques.

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21P	The school/ institution is adequately staffed IAW approved TDA.	Army Regulation 351-1 (will be superceded by Army Regulation 350-1). TRADOC Regulation 351- 10, Chapter 2 TRADOC Regulation 350- 18, Chapter 3 TRADOC Regulation 350-70	Criteria: <ul style="list-style-type: none"> = Commandants and commanders have staffed their schools with sufficient instructor, admin., opns, and supply personnel to accomplish the training msn. = School TDA meets current mission requirements. = School is in compliance with its own TDA. Guidelines: <ul style="list-style-type: none"> = Check TDA for authorizations. = Compare the TDA to the Unit Manning Roster. = Check that ranks of training battalion commanders are IAW the approved TDA. = DA Pam 611-21 contains enlisted standard grade requirements for the structure of a TDA (e.g., a Command Sergeant Major must command an NCOA Training Battalion or AC NCO Academy. = Review last Monthly Status Report. Mandatory Comment: <ul style="list-style-type: none"> = Document any and all deficiencies in this area. = Identify all issues that are the responsibility of higher headquarters or organizations outside of the institution's ability to control (HHI). 	<ul style="list-style-type: none"> = Copies of TDA and Unit Manning Roster. = Copy of last Monthly Status Report (MSR).
22 I	Classrooms/shop areas/ learning facilities are adequate to promote learning.and meet learning objectives	Installation Status Report (ISR) TRADOC Regulations 350-6, App K 350-10 350-18, Chapter 3 AR 210-50, Chapter 4	Criteria: <ul style="list-style-type: none"> = Classrooms/shop areas/learning facilities (e.g., MOUT site, swimming pool) size, lighting, climate control, and furnishings are adequate. = Facilities are maintained in a serviceable condition. = Study facilities are available to students after duty hours. = The education/training organization has sufficient multi-media, word processing, and internet capabilities required for coursework available for student use after duty hours. = The education/training organization identified and submitted MCA project requirements and made an appropriate update to their ITPs. 	<ul style="list-style-type: none"> = Name, number, location of facilities used for education/training. = Copies of requests for facilities and facility improvements. = Copy of most recent Installation Status Report.

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No Note	Standard	References	Criteria/Mandatory Documentation	Documentation Requirements
22 I cont.			Guidelines: = At a minimum, observe size, lighting, climate control, furnishings, and condition. = Verify status of facilities as described in most recent Installation Status Report (ISR). Mandatory Documentation: = Document if areas do not meet ISR amber rating and efforts made by the education/training organization made to improve the condition. = Document if study facilities are not adequate for efficient learning and document efforts taken by the education/training organization to correct the situation. If problem is beyond the control to the education/ training organization indicate that it is a higher HQ issue.	
23 I	Education/ Training organization has a viable transportation program	Education/training organization SOP and policy documentation	Criteria: = Students can safely reach their places of duty on time with minimum time enroute. = Students are transported to training sites for classes with minimum use of academic time. Guidelines: = Interview students and instructors to identify problems. Mandatory Documentation: None	= Institution SOP = End-of-course critiques
24 I	Billets are adequate, clean, and maintained IAW references.	Army Regulation 210-50, Chapter 4; TRADOC Regulations, 350-6, Chapter 2 350-10, Chapter 2 DSSC: CMP, chapter 4 Installation Status Report (ISR) TB Med 530	Criteria: = Billets provide adequate space and the furnishings are to standard IAW references. = Billets are clean and maintained to Army standards. = Students are billeted on post whenever practical. = <u>NCOES Only</u> : Installation commanders (commandants) made every effort to billet students on post in NCOA training Battalions and Active Component NCO Academies to create the desired NCOA live-in environment. = <u>IET Only</u> : Billets conform to separate and secure guidelines.	= Building numbers, names, and locations of student billets. = Documentation showing efforts to house NCOA students on post. = Copies of requests for facilities and facility improvements. = End-of-course critiques

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24 I			Guidelines: = <u>NCOES Only</u> : Determine if priority billet assignments went to PLDC students, then BNCOC students, then ANCOC students. = Determine if statements of non-availability were issued to student when appropriate. Mandatory Documentation: = If billets are not to standard, document the efforts made to bring them up to standard. If problem is beyond the control to the education/ training organization indicate that it is a higher HQ issue. = Identify any factors in billeting that distract from learning.	
25T	Performance or performance-based tests are administered per guidance	Army Regulation 351-1 (AR 351-1 will be superceded by AR 350-1) TRADOC Regulations 350-70, Chapter VI-7 350-18, Chapter 3 Course Management Plan (CMP) Student Evaluation Plan (SEP). Training Support Package (TSP)	Criteria: = Organization uses only proponent-developed questions/tests. = Tests are administered following proponent provided guidance. = Students have been given the SEP or have been informed of the SEP requirements. SEP should be posted where students can view it. = <u>TD Proponent only</u> : SEP was provided to using organizations. Guidelines: = Verify that SEP is current for course being taught. = Talk to students concerning test administration. Mandatory Documentation: = Document problems identified with test administration that could not be resolved.	= Student Evaluation Plan (SEP) for courses in session. = Copies of memos, etc. informing the TD proponent of problems with the provided test and testing materials.
26T	Complies with ATRRS data entry requirements.	Army Regulation 350-10, Chapter 2 TRADOC Regulations 350-6, App H & J 350-18, Chapter 3 351-10 Memorandum, HQDA, ODCSOPS, DAMO-TR,	Criteria: = ATRRS includes all courses and DL phases/modules for which the Education/training organization is proponent = Organization posts current student prerequisite and orientation information in ATRRS. = Training institution enters student status codes IAW DAMO-TR guidelines.	= ATRRS print out of courses and DL phases for which the organization trains. = <u>TD Proponent only</u> : List of proponent's, courses/phases, by title, number, and training sites.

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26T cont.		1 Feb 93, subject: Individual Training Management -- RCs in ATRRS	Guidelines: = Compare course documentation to ATRRS entries. = Verify that current student prerequisite and orientation information is in ATRRS if appropriate. Mandatory Documentation: = Document if maintenance of the ATRRS data is a systemic problem.	
27T	Materials required for course preparation are distributed to incoming students in a timely manner.	TRADOC Regulations 351-10, Chapter 2 350-18, Chapter 3 Course Documentation	Criteria: = Materials required to prepare for the course were provided to students in sufficient time to accomplish the required advance preparation. = <u>TD proponent only</u> : Only materials required by the course documentation are provided to the student. = Distribution agency only: Correct materials are provided in a timely manner. Guidelines: = Compare material provided with course documentation. = Interview students currently enrolled in the course. = Review end-of-course critiques. Mandatory Documentation: = Document instances of students not receiving required materials. = Document if HHI. This may be a problem caused by organizations external to the education/training organization and/or a higher HQ issue.	= List of courses in session that require distribution of materials to the student prior to reporting for education/training = List of the materials the students are to receive prior to reporting for the education/training. = Identify the organization responsible for the distribution of the learning materials.
28T	Conducts courses within minimum and maximum class size limitations.	TRADOC Reg, 350-70, Chapter II-8 Course Administrative Data (CAD)/Program of Instruction (POI)	Criteria: = Class enrollment conforms to class size limitations. = There is documentary evidence that the organization has taken steps to alleviate the problem when class size limitations are violated repeatedly. Guidelines: = Compare CAD/POI class size limitations to student	= POI showing maximum and minimum class size = Class sizes for previous 12 months. = Identified instances where class size did not meet requirements

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No Note	Standard	References	Criteria/Mandatory Documentation	Documentation Requirements
28T cont.			<p>enrollment in selected courses.</p> <p>= Determine if waivers were granted for each class that did not meet the size criteria requirement..</p> <p>Mandatory Documentation:</p> <p>= Document the fact if there is no waiver granting authority to conduct education/training when class size violates criteria and describe the detriment to education/training.</p>	<p>= Copies of waivers granted.</p> <p>= Documentation showing actions the organization took to prevent/alleviate the problem</p>
29T	Conducts on-site risk assessments and takes action as appropriate.	<p>Field Manual 101-5-1</p> <p>Field Manual 100-14, Risk Management</p> <p>TRADOC Regs</p> <p>350-6, Chapter 2</p> <p>350-70, Chapter I-2</p> <p>351-10, Chapter 2</p> <p>350-18, Chapter 3</p> <p>TSP/Lesson Plan</p>	<p>Criteria:</p> <p>= Onsite leader/instructor/facilitator conducts a risk assessment prior to the performance of any and all practical exercises and takes appropriate action to reduce risk.</p> <p>= Risk assessments are addressed in the lesson material.</p> <p>Guidelines:</p> <p>= Observe the conduct of at least one risk assessment.</p> <p>Mandatory Documentation:</p> <p>= Document any case where risk assessments are not conducted when needed. (e.g., conduct of a FTX, conduct of a potentially hazardous PE.)</p>	
30T	Conducts after action reviews (AAR)/sensing sessions as required by the course material.	<p>Field Manual 25-101</p> <p>TRADOC Regulations</p> <p>350-6, Chapter 2</p> <p>350-70, Chapter II-4</p> <p>TSP/lesson plans</p>	<p>Criteria:</p> <p>= AAR's/sensing sessions are conducted IAW lesson plans.</p> <p>Guidelines:</p> <p>= Observe at least one AAR/sensing session for each course in session when applicable.</p> <p>= Talk to instructors and students.</p> <p>Mandatory Documentation:</p> <p>= Document each occurrence where a required AAR/sensing session is not conducted.</p> <p>= Document instances of lesson plans calling for a FTX, CPX, STX, or other similar exercise without calling for or allowing time for the AAR/sensing session.</p> <p>= Document instances when mandatory sensing sessions are not conducted.</p>	<p>= Copies of lesson plans that call for a FTX, CPX, STX, etc. for courses in session.</p>

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31T	Provides remedial training.	TRADOC Regulations 350-6, Chapter 3 350-70 . 351-10, Chapter 2 CMP, SEP DSSC CMP, chapter 1	Criteria: = Remedial education/training is conducted. = Remedial training is included on the training schedule during non-academic hours. Guidelines: = Review education/training organization's SOP covering remedial-training procedures. = Check training schedules for each course in session. = Talk to instructors and students. Mandatory Documentation: = Document instances where remedial training was not provided when needed.	= Copy of organization SOP.
32T	Conducts Physical fitness training.	Army Regs 350-41 600-9 Field Manual 21-20 TRADOC Regs 350-6, Chapter 4 350-10 Lesson plan/CMP/POI	Criteria: = Physical fitness training is conducted IAW applicable references. Guidelines: = The POI/CMP may dictate physical fitness training hours. = There may be specific requirements for how PT is conducted (e.g., NCOES will have student-led PT programs). = Check PT for each course in session, as required. Mandatory Documentation: = Document instances where the PT is required and is not conducted.	= Training schedule. = Lesson plans that include a requirement for physical training for courses in session.
33T	Enrolled students meet course prerequisites.	Army Regulations 350-6 350-41, Chapter 9 351-1 (Army Regulation 351-1 will be superceded by AR 350-1) 600-9 614- 200, Chapter 8 NGR 600-200, Chapter 11 DA PAM 611-21	Criteria: = All reporting students meet course academic and non-academic prerequisites. = Education/training organization collects pre-execution checklist and verifies all entries are completed and any required attachments are present (as applicable). = Education/training organization does not enroll students not meeting course prerequisites. = Appropriate action was taken for individuals who do not meet the prerequisites.	= Processing roster for classes in session. = Access to student records of those students who have a profile. = Pre-execution checklists. = Written waivers

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No Note	Standard	References	Criteria/Mandatory Documentation	Documentation Requirements
33T	(continued)	TRADOC Regulations 350-16 Chapter 2 350-18, Chapter 3 350-70 351-10, Chapters 2 & 5 POI/CMP	Guidelines: = Enrollment of a student who does not meet prerequisites will constitute a NO GO unless a written waiver has been granted. = Check the in-processing roster to identify students with profiles. = Check the record of every student on-site with a profile; every record must meet the standards. Records of students with P3 or P4 profiles must contain Medical Review Board (MRB) results. Mandatory Documentation: = For every student found not to meet course prerequisites, make a note of the student's unit of assignment, course, and class. Include this information in the summary report as HHI. = Document if enrollment of students who do not meet course/phase/module prerequisites is a systemic problem.	
34T	Processes students released from courses IAW references.	Army Regulations 351-1 (will be superceded by 350-1) 614-200, Chapter 8 623-1, Chapter 1 TRADOC Regulations 350-6, Chapter 3 350-16, Chapter 2 350-18, Chapter 3 351-10, Chapter 2	Criteria: = Correct ATRRS status code is assigned to released students. = Students who are released from a course receive the proper notification. Guidelines: = Verify correct status codes are assigned. = Spot-check dismissal records. Mandatory Documentation: = Document discrepancies found in student dismissal files.	= Access to student dismissal files.
35T	Has a policy for retraining students.	TRADOC Regulation 350-6, Chapter 2 & 3, App J Local SOP	Criteria: = Institution has an SOP/written policy for retraining. = Students that have been removed from a class are re-enrolled into a following class when feasible. Guidelines: = Check student records to identify students who were recycled, are in danger of failure, or were removed from the course.	= Access to SOP/written policy. = Access to student records.

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35T	(continued)		<ul style="list-style-type: none"> = Policy should address time, student physical limitations, student performance record, motivation, et al. Mandatory Documentation: = Document if organization has no standard procedures established for determining which students should be retrained. 	
36T	Maintains student attendance records	Army Regulation 25-400-2, table B-60, category 351, and table 3-1 MARK FN 351a Army Regulation 351-1 (AR 351-1 will be superceded by AR 350-1) TRADOC Regulations 350-6 351-10, Chapter 2 350-18, Chapter 3. DSSC CMP, chapter 2.	Criteria: <ul style="list-style-type: none"> = Attendance records are maintained accurately. = Attendance records are used to track minimum attendance standards. Guidelines: <ul style="list-style-type: none"> = Spot check records. (Check records from each type of course the education/training organization teaches, i.e., MOSQ, NCOES, WOES, OES). Mandatory Documentation: <ul style="list-style-type: none"> = Document if maintenance of attendance records is a problem. = Document if absences exceed course requirements. 	= Access to attendance records
37T	Student records contain required documentation.	TRADOC Regulations 350-6, Chapter 3 & App G 350-10, Chapter 2 350-18, Chapter 3 AR 351-1 (will be replaced by 350-1)	Criteria: <ul style="list-style-type: none"> = Entries in records of students currently enrolled are up to date and accurate. Guidelines: <ul style="list-style-type: none"> = Spot check records selected at random. Mandatory Documentation: <ul style="list-style-type: none"> = Document when student record maintenance is identified as a problem. 	= Access to student records.
38T	Processes students who fail to maintain body composition standards IAW references.	Army Regulations 350-41, Chapter 9 351-1 (to be superceded by 350-1) 600-9, Chapter 1 (interim change 1)	Criteria: <ul style="list-style-type: none"> = Organization has procedures in place to verify that students maintain body composition standards. = Organization complies with their procedures to manage students who fail to maintain body composition standards. 	= Access to student records

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38T	(continued)	TRADOC Regulations 350-6, Chapter 3 350-10 350-18, Chapter 3 DA message, dated 081650Z Army Regulation 95, subject: APFT and Height/Weight Requirements Chief of Staff Message, dated 201500Z Jun 96, subject: Proposed Change to Current APFT and HT/WT Standards in Professional Development Schools	Guidelines: = Review student records to identify how Education/training organization has managed students who fail to maintain body composition standards. = Discuss procedures with Education/training organization staff. = Check records of all soldiers identified as overweight. Students identified as overweight after enrollment must be processed IAW Army Regulation 600-9. = Ensure height and weight data are annotated in AERs/ITRs. Mandatory Documentation: = Document when organization does not process students IAW references.	
39T	Prepares and distributes training evaluation reports as appropriate.	Army Regulations 351-1 623-1, Chapter 1 & 2 TRADOC Regulations 350-6, App G 350-10 350-18, Chapter 3 DSSC POI, chapter 1. POI/CMP	Criteria: = A DA Form 1059 (AER)/DA Form 5286-R (ITR) is prepared on all students as appropriate IAW references. = Adverse AERs are referred to the student for acknowledgment and comment. Guidelines: = Check to see if the education/training organization has a procedure to ensure proper distribution of AERs/ITRs. = Spot check AERs/ITRs. Evaluate records from each type of course the education/training organization teaches (e.g., MOSQ, NCOES, WOES, OES). Mandatory Documentation: = Document if inadequate AER/ITR maintenance is a problem.	= Access to AERs/ITRs. = Copy of SOP or other document delineating organizations procedure for handling AERs/ITRs.

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40P	School/institution has written policies for Equal Employment Opportunity and Sexual Harassment	Army Regulation 600-20 TRADOC Regs 350-6 350-18, para 3-2	Criteria: <ul style="list-style-type: none"> = Institution has written policies for Equal Employment Opportunity and Sexual Harassment. = Institution makes available to students and staff standing operating procedures (SOP) or policy documents (may be posted on bulleting board). = Institution has trained equal opportunity personnel. Guidelines: <ul style="list-style-type: none"> = Check for documentary evidence of Equal Employment Opportunity and Sexual Harassment policies. = Verify that relevant SOP or policy memoranda are made available to students and staff. Check for posting at training sites where the policies must be enforced. = Check for documentary evidence that school has trained EEO personnel. Mandatory Documentation: None	<ul style="list-style-type: none"> = Standing operating procedures or policy documents on Equal Opportunity and Sexual Harassment. = Documentary proof that EEO representative has completed appropriate training.
41I	Education/training organization provides for the health, welfare, and quality of life of soldiers	TRADOC Regulation 350-10	Criteria: <ul style="list-style-type: none"> = Support activities (in/out-processing, mailroom, operations, tasking, scheduling, equipment maintenance, dining facility, finance, supply, etc.) are available to meet the needs of the education/training organization, adequately support the training mission, and provide for the health and welfare of soldiers. = Institution provides staff/student non-academic counseling. = Institution provides staff/student advisory services. = Dining facilities are available to ensure learners and staff have sufficient time to acquire proper nourishment = Laundry facilities/services are <ul style="list-style-type: none"> - Readily available - High quality and timely Guidelines: <ul style="list-style-type: none"> = Interview students and instructors to identify problems. = Review end-of-course critiques Mandatory Documentation: None	<ul style="list-style-type: none"> = List of advisory services available to the students. = List of MWR facilities and services = Description of any identified endemic problems with student support activities and documentation of corrective actions taken. = End-of-course critiques.

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42T	Quality assurance and quality control functions are in place to identify education/training program deficiencies and coordinate corrections.	TRADOC Regulations 350-6, Chapters 2 & 3 350-70, Part III, Memo, ATTG-CD, 12 Jun 00, TRADOC Evaluation and Quality Assurance (QA) Program.	Criteria: = Quality Assurance (QA)/Quality Control (QC) SOP/instructions implemented. = <u>Proponent only</u> : Evaluators actively participate in development of education/training programs and products. Guidelines: = Review organization's SOP and Missions and Functions documents. = TD Proponent only: Check Project management Plans to determine if QA personnel are identified as part of the development team. Mandatory Documentation: = Record failure of organization to have QA/QC SOP/instructions implemented. = Record failure of organization to identify deficiencies and take corrective action. = Identify HHIs.	= Copies of QA/QC SOP/instructions.
43T	Conducts internal and external evaluations	TRADOC Regs 350-10 350-70, Part III	Criteria: <u>TD Proponent only</u> : = Has a current Master Evaluation Plan (MEP) = Conducted internal evaluations. = Conducted external evaluations to determine if education/training met unit requirements. = Evaluations --- - Determined the efficiency and effectiveness of the education/training. Identified more economical means for presenting the education/training. Guidelines: = Review proponent MEPs to determine what evaluations were scheduled. = Review results of evaluations.	= Copy of current proponent Master Evaluation Plan. = Lists of internal and external course evaluations conducted in current and previous FY. = Reason for non-conduct of planned internal or external evaluations for last FY. = Copy of evaluation reports.

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No Note	Standard	References	Criteria/Mandatory Documentation	Documentation Requirements
43T	(continued)		= Review documented justification as to the non-conduct of internal or external evaluations. Mandatory Documentation: = Document where, when, and why internal or external evaluations were not conducted as planned, were not planned, or no evaluation program exists.	
44T	Does not use copyright and intellectual materials in education/ training unless appropriate written releases have been obtained and are on file.	Federal law TRADOC Reg 350-70, Chapter I-1 DoD Instructions	Criteria: = Copyright and intellectual material is not used in education/training unless appropriate written releases are on hand. Guidelines: = Interview staff to identify potential copyright infringements = Study course document and identify material that could be copyright material. Review should include text, graphics, and audio. Mandatory Documentation: = Document all cases of government use of copyright material without written authority to do so.	= Written approval to use specific copyright material in their education/training program.
45T	Has corrected previously identified accreditation, evaluation, and QAO shortcomings.	TRADOC Regulations 350-70, Part III 351-10, para 2-15. Previous Accreditation Reports	Criteria: = Organization corrected previously identified shortcomings or raised issue to higher HQ when they could not resolve the issue. Guidelines: = Review previous accreditation and Quality Assurance office (QAO) findings and results. = Check at training sites where previous shortcomings were recorded. = Verify the organization has written justification of all failures to correct shortcomings identified in a previous accreditation evaluation.	= All short comings identified in previous accreditation and QAO reports = Written justification for failure to correct previously

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45T	(continued)		Mandatory Documentation: = Previous shortcomings found not corrected and not justified in writing prior to the start of the evaluation, will be cause for a NO GO. = Document instances where identified deficiencies were not corrected and the reason for the failure to correct the deficiencies. May be HHI.	
46T	Students demonstrate working knowledge of COE and OPFOR doctrine	FM 7-100.1 FM 7-100.2 FM 7-100.3 COE White Paper May 2001	Criteria: = Students participate in a training exercise conducted in a COE tactical or operational environment against a FM 7-100 series opponent. = Students plan, prepare, and execute operations successfully against an adaptive force in an COE environment. = Students successfully complete projects or examinations in which COE and OPFOR doctrine are incorporated.. Guidelines: = Observe student performance and/or review project output. Mandatory Documentation: = Document instances in which student failure to complete projects or examinations successfully can be attributed to a lack of understanding of COE and/or OPFOR doctrine.	= Training Exercise POI = Training Exercise Operations Order and Graphics
47T	Institution ensures all soldiers/officers meet mandatory graduation requirements (IET only).	TRADOC Regulation 350-6	Criteria: = Procedures are in place to verify mandatory graduation requirements have been met. = Students not meeting these requirements are not graduated. Guidelines: = Review records of most recently graduating classes. Mandatory Documentation: = Record any instances of graduates not having met the mandatory requirements.	= List of mandatory graduation requirements for each type of IET course. = Access to student records of recent graduates.

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